



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 3.6

Subject: Professional Memberships, Dues and Subscriptions

Supersedes: DYD 2.4, 07/01/90

Local Policy: No

Local Procedures: No

Training Required: No

Approved by:

Effective date: 12/31/99

Revision date:

Application

To All Department Of Children's Services Employees.

Authority: TCA 37-5-106

Policy

The Department of Children's Services shall provide for professional memberships and subscriptions that directly relate to the goals and missions of the Department and that specifically benefit the State.

Procedures

A. Approval required 1. For costs lower than \$1,000

For professional membership dues and subscriptions central office directors, regional administrators, DCS community residential facility supervisors and youth development center superintendents must request approval in writing from the appropriate assistant commissioner *and* the assistant commissioner for Administrative Services.

2. For costs higher than \$1,000

Professional membership dues costing in excess of \$1,000 require approval by the Department of Finance and Administration.

3. Increase in Cost

Renewal of dues and subscriptions that have received approval from the budget division of the Department Of Finance And Administration in a prior year will not require additional approval unless the cost of the subscription has increased more than 10 per cent above the prior year's cost.

B. Restrictions**1. Institutional memberships and subscriptions only**

- a) The department must not pay professional membership dues and subscriptions necessary to maintain or enhance an employees' professional status.
- b) An exception may be granted by the assistant commissioner for fiscal and administrative services and the Department of Finance and Administration if the organization does not permit institutional memberships or subscriptions and /or membership held by an individual is clearly for the benefit of the department or agency and the cost is less than the cost for an organization.
- c) Subscriptions to political publications shall not be allowed.
- d) Subscriptions to official airline guide or pocket flight guide or other publications containing travel schedule information shall not be allowed.
- e) Newspaper clipping services will be justified on an individual need basis.

2. No duplication

- a) Professional memberships and subscriptions must not be duplicated at any facility, regional office or division supervised by an assistant commissioner.
- b) The assistant commissioner for administrative services may grant exceptions.

C. Shared resources

Staff must place professional publications in a staff library or designated, accessible area so that they are available to all appropriate staff.

Forms

None

Collateral Documents

None

ACA Standards

3-JTS-1D-05